NEVADA webIZ

Best Practice for Patient Searches

WebIZ is a wonderful tool to use towards the goal of getting children properly immunized, but there are things all users must do to maintain its integrity. Not searching thoroughly enough often causes users to create duplicate records- and may lead to duplicate vaccinations!

1. **General Requirements/Tips**
   - As a general rule, it is *recommended* that users search using a combination of 2 fields.
   - If searching using a name, users must enter data in at least 2 name fields
   - Users may search using *only* the date of birth (MM/DD/YYYY)
   - Above all, **Search Smart!!** Any user who's searched for a patient in WebIZ has probably figured out there are a *lot* of Smith's, Hernandez's and Johnson's in this world!
     - ****Example:** A user would definitely *not* want to search for last name "Smith", first name "A"; in this case, the user should elaborate on the first name. If the user knows the patient's name to be Ann, Anne or Angela, typing in "An" for the first name would narrow down the search- but not by much!! Remember- **search smart!**

2. **Searching with a Name**
   Users may search for a patient using the patient's name. When searching with a name (or part of a name), users must enter data in at least two (2) fields (i.e. users may not search using *just* a last or *just* a first).
   **Example: Last name & DOB, first name & DOB, last name & first name

   WebIZ performs a "wildcard" search using the information entered. This means that it looks for *everything* that matches or begins with the letters entered. The system will also display those with matching Alias Names (found in the Demographic screen).
   **Example: Entering "Johns" as a last name and "A" as the first name will display all patients with a last name of Johnston or Johnson, etc. *and* a first name that begins with the letter "A".

   The wildcard feature is particularly helpful- any user could hit the wrong key, and many users have experienced a patient changing the spelling of their or their child's name. By entering only part of a name, users can account for these situations.
   **Example: "Johnson" may have accidentally been entered as "Johnnson" (see the extra "n"?); "Rachel" may have become "Rachael"
   In each of these situations, a user would *not* have found the patient record if the full name provided was used in the search.

3. **Searching with the WebIZ Patient ID#**
   When vaccinating a returning patient, a user may have the WebIZ Patient # documented in the patient's medical chart. In this case, the user would first search for the patient using just the Patient #. This is a unique identifier that should assist in easily finding the patient's record. If the user has searched using the number and still cannot find the record, they would then want to try a combination of the name or name and date of birth. Remember- if all users **search smart**, the database will be a better place!